

## WIC Advisory Committee Minutes

<b>October 17, 2016</b> 10:00 AM	<b>Facilitator: Kandy Dowell, SE Rep</b> <b>Minutes: Patrice Thomsen</b>
Welcome and Attendance (Facilitator)	

Region		Representative		Alternate
Southwest	O O	Departing-Tiffani Krause New – Paula Rowden	O X	Departing - Yolanda Erives New – Trista Nordyke
Northwest	X	Rhea Daise	O	Melissa Wachendorfer
South Central	X X	Departing - Bev Frizell New - Christa Dean	O X	Departing - Pam Guldner New - Mitzi Hesser
North Central	X X	Departing - Aarynne Struble New - Christy Rogers	X X	Departing - Rebecca Potvin New - Jean Detrich
Southeast	X	Kandy Dowell	O	Linda Timme
Northeast	X	Angie Reith	X	Connie Zeit
LA NWA Rep	X	Carol Winter		
State Staff	X	Patrice Thomsen	X	Ashley Warren
State Staff	X	Valerie Merrow	X	Randy Volz
State Staff	X	Dave Thomason		

### Members Departing:

- North Central Region
  - Representative: Aarynne Struble, Saline County
  - Alternate: Rebecca Potvin, Riley County
- South Central Region
  - Representative: Bev Frizell, Barton County
  - Alternate: Pam Guldner, Rice County
- Southwest Region
  - Representative: Tiffani Krause, Seward Meade County
  - Alternate: Yolanda Erives, Seward County



### New Members:

- North Central Region
  - Representative: Christy Rogers, Cloud County
  - Alternate: Jean Detrich, Dickinson County
- South Central Region
  - Representative: Christa Dean, Sedgwick County
  - Alternate: Mitzi Hesser, Kiowa County
- Southwest Region
  - Representative: Paula Rowden, Stevens County
  - Alternate: Trista Nordyke, Stevens County

Review and Approval of Previous Minutes	Minutes from the July 19, 2016 conference call were approved by email and are posted to the WIC Advisory page of the website. <a href="http://www.kansaswic.org/local_agencies/WIC_advisory_comm.html">http://www.kansaswic.org/local_agencies/WIC_advisory_comm.html</a>
Revision/Approval of WAC Ground Rules (Patrice)	<ul style="list-style-type: none"> <li>• Approved as sent in agenda (see page 4 of minutes.)</li> </ul>
Determine 2017 WAC meeting dates and facilitators	<p>All planned for third Tuesday, conference call, 10:00 AM</p> <ul style="list-style-type: none"> <li>• Jan. 17, 2017. Facilitator - Rhea Daise</li> <li>• Apr. 18, 2017. Facilitator - Christa Dean</li> <li>• July 18, 2017. Facilitator - Angie Reith</li> <li>• October 17, 2017. Facilitator- Christy Rogers</li> </ul>
NWA Report (Carol Winter)	<p>We have had only one conference call in January 2016 (Mountain Plains Region – Local NWA Reps). I have had a difficult time getting in touch with our Mountain Plains Regional Representative. I did get in touch with her today and she is planning our next conference call November 8, 2016.</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>• Robert Lee is no longer working at NWA.</li> <li>• I would highly encourage WIC staff to view NWA-Hot Topic: Zika Virus. What WIC Providers Need to Know.</li> <li>• Also view NWA-National Recruitment &amp; Retention Campaign Webinar. A recording of the webinar is <a href="#">available here</a> and the slides are <a href="#">available here</a>.</li> <li>• Our Mountain Plains Regional Representative has a meeting on Friday. She said the main thing is to get opinions or thoughts on the Separation of Duties Policy. Also are there any concerns or issues that need to be addressed with customer service and the WIC process.</li> </ul> <p>Questions? Contact <a href="mailto:Carol.Winter@jocogov.org">Carol.Winter@jocogov.org</a> &amp; 913-477-8126</p>
Update from the State WIC Director (Dave Thomason)	<ul style="list-style-type: none"> <li>• Separation of Duties policy memo from USDA – raised by Carol in her report. There was discussion about content and potential effect in Kansas. The intent of the policy is to maintain program integrity by ensuring that WIC staff certify and issue WIC benefits appropriately. Patrice will email out a link so WAC members can read it. State staff are working on an implementation plan and will send out information to all Local Agencies at some future date.</li> <li>• Information about the National WIC Association’s Recruitment and Retention Campaign is being released over a period of time, starting a few weeks ago. Kansas joined the group supporting the project development and we will be using the resources as they are released. The first information released relates to making a unified brand for WIC. As more information and resources (e.g. toolkit) are released from NWA, the State Agency will be incorporating the campaign into our activities and materials. Information about the first webinar (mentioned by Carol) and the second webinar will be in the October I-Memo. <i>(Webinar will be October 27 and Nov 1 at 12:30 )</i></li> </ul>
Round Table Discussion-All	<ul style="list-style-type: none"> <li>• Dave – New contact information. See September I-Memo. The state agency has a new FAX number, 785-559-4242. A new FAX number has also been assigned for the use of authorized WIC Vendors only.</li> </ul>

	<p>To avoid confusion, the vendor FAX number is not being made available except to vendors. Additionally, all state agency staff have been assigned new e-mail addresses. The old FAX number and email addresses will forward to the new number addresses for up to one year. However, it is suggested that all staff revise their contact information and use the new addresses as soon as possible. The new address will be <a href="mailto:firstname.lastname@ks.gov">firstname.lastname@ks.gov</a>.</p> <ul style="list-style-type: none"> <li>• It was noted that email addresses for state staff still need to be updated on the website. <i>Follow-up note: For staff changes, KWIC security and training, the old email is still the one to use <a href="mailto:wicstaffchange@kdheks.gov">wicstaffchange@kdheks.gov</a>.</i></li> <li>• Patrice – Corrections obtained for WAC list. Will be posted to website.</li> <li>• Carol - eWIC update? Having weekly design meetings. A: The process of contracting is proceeding. Once the contractors are on board, it will “throw the switch” for more rapid work. Still expect the basic milestones to be as previously released – pilot starting in Shawnee County in June, 2017 and implementation state wide during 2018.</li> <li>• Rhea – With the new income screen in KWIC, how much notes need to be entered? (Not exactly clear in Release booklet.) A: No, since the screen has changed to adjust for the period chosen, you no longer have to document it in the Note field, unless there is something unusual that you would like to record. This questions and other FAQ will be addressed in the October I-Memo.</li> <li>• Rhea – With the new KWIC version, the Caregiver name is on the R&amp;R form printed by KWIC. Does that mean only the Caregiver can sign? A: No, there is no change from the policy about who can sign (parent/WIC Caregiver/Alternate Caregiver). The name was added so if staff have to print a manual R&amp;R and cannot read the signature, it can still easily be matched back to the correct client.</li> <li>• Dave – Any clinic not getting NWA emails should contact him.</li> <li>• Valerie – The new federal fiscal year started on Oct 1, 2016. Local agencies with vendors under contract renewal during this year can start monitoring vendors right away and should not wait until the end of the fiscal year. There is an item in the October I-Memo.</li> <li>• Valerie – Reminder – if you get questions from vendors about eligibility of pumpkins – it’s okay to get them with FV Checks as long as they are not already decorated. If a store is very concerned – might pass along the idea to put out recipe cards for using pumpkin or seeds.</li> </ul>
<p>Next Meeting and Adjourn (Facilitator)</p>	<p>All planned to be by conference call at 10:00 AM</p> <ul style="list-style-type: none"> <li>• Jan. 17, 2017. Facilitator - Rhea Daise</li> <li>• Apr. 18, 2017. Facilitator - Christa Dean</li> <li>• July 18, 2017. Facilitator - Angie Reith</li> <li>• October 17, 2017. Facilitator- Christy Rogers</li> </ul>

# WIC Advisory Committee Ground Rules

The purpose of the WIC Advisory Committee is to provide the State Agency with Local Agency and client input and recommendations on proposed, new, or revised policies and procedures. Questions about policy and procedure implementation should be directed to the State Agency, rather than to the WAC (ADM 09.00.00).

In order to maintain good order, we agree to the following ground rules:

- Be on time and actively participate in meetings
- Establish and adhere to meeting time frames
- Listen and respect opinions and ideas of others
- No side conversations, only 1 person speaks at a time
- Provide honest and open feedback--All comments, questions and ideas are valuable
- Maintain confidentiality
- Speak for your region, participants or the group you represent
- Keep discussions focused on the issue presented
- Disagreements are expected, but dealt with in the meeting
- Support decisions of the group once made
- As much as possible, submit items for the agenda rather than waiting to bring up in the Round Table.
- As indicated in policy [ADM 09.00.00](#), the meeting may be cancelled if there are no agenda items submitted by 2 weeks in advance of the scheduled date.
- Have Fun.

Revised 10/2015

## *FFY 2017 WIC Advisory Committee Members (Start Oct. 2016)*

<b>Region</b>	<b>Representative</b>	<b>Alternate</b>
<b>Southwest Region</b> Select Even Calendar Years, Serve starting Odd FFY	Paula Rowden, Stevens County Stevens County Health Dept. 620-554-7177 <a href="mailto:svcohlth@pld.com">svcohlth@pld.com</a>	Trista Nordyke, Stevens County Stevens County Health Dept. 620-554-7177 <a href="mailto:tpaniwani87@gmail.com">tpaniwani87@gmail.com</a>
<b>Northwest Region</b> Select Odd Calendar Years, Serve starting Even FFY	Rhea Daise Sherman County Health Dept. 785-890-4888 <a href="mailto:rheadaise@st-tel.net">rheadaise@st-tel.net</a>	Melissa Wachendorfer Sheridan County Health Dept. 785-675-2101 <a href="mailto:mw.sheridan@ruraltel.net">mw.sheridan@ruraltel.net</a>
<b>South Central</b> Select Even Calendar Years, Serve starting Odd FFY	Christa Dean Sedgwick County Health Dept. 316-660-7383 <a href="mailto:Christa.Dean@sedgwick.gov">Christa.Dean@sedgwick.gov</a>	Mitzi Hesser Kiowa County Health Dept 620-723-2136 <a href="mailto:mitzi.hesser@kiowacountyks.org">mitzi.hesser@kiowacountyks.org</a>
<b>North Central</b> Select Even Calendar Years, Serve starting Odd FFY	Christy Rogers Cloud County WIC Clinic 785-243-8140 <a href="mailto:rogers606@yahoo.com">rogers606@yahoo.com</a>	Jean Detrich Dickinson County Health Dept. 785-263-4179 ext 606 <a href="mailto:Jdetrich@dkcoks.org">Jdetrich@dkcoks.org</a>
<b>Southeast</b> Select Odd Calendar Years, Serve starting Even FFY	Kandy Dowell Elk County Health Dept. 620-374-2277 <a href="mailto:ekcopublichealth@gmail.com">ekcopublichealth@gmail.com</a>	Linda Timme Crawford County Health Dept (620)231-5411 <a href="mailto:ltimme@crawfordcohd.org">ltimme@crawfordcohd.org</a>
<b>Northeast</b> Select Odd Calendar Years, Serve starting Even FFY	Angie Reith Northeast Kansas Multi-county Board of Health – Jackson Co. 785-364-2670 <a href="mailto:nekjacksonco@gmail.com">nekjacksonco@gmail.com</a>	Connie Zeit Northeast Kansas Multi-county Board of Health – Atchison Co. 913-367-5152 <a href="mailto:connie.zeit@yahoo.com">connie.zeit@yahoo.com</a>
<b>LA NWA Rep</b> Elect Odd Calendar Years, Serve starting Even FFY	Carol Winter Johnson Co. Health Dept., Olathe Clinic 913-477-8126 <a href="mailto:Carol.Winter@jocogov.org">Carol.Winter@jocogov.org</a>	

- **Southwest Region:** Finney, Ford, Grant, Haskell, Meade (and sub-agencies), Seward, Stevens, and Stanton
- **Northwest Region:** Gove, Graham, Greeley, Lane, Ness, Norton, Scott, Sheridan, Sherman, Trego, Wichita
- **South Central Region:** Barton, Butler, Cowley, Harvey, Pawnee, Reno (and subagency), Rice, Rush, Sedgwick, Southcentral Kansas Coalition for Public Health (and subagencies), Stafford, and Sumner
- **North Central Region:** Cloud (and subagencies), Dickinson, Geary, Lincoln, (and subagencies) Marion (and subagency), Marshall, Osborne (and subagencies), Riley, Russell, and Saline
- **Southeast Region:** Chautauqua, Cherokee, Crawford, Elk, Franklin, Greenwood, Linn, Lyon (and subagency), Montgomery, Neosho, SEK Multi-County (and subagencies), and Wilson
- **Northeast Region:** Doniphan, Douglas, Jefferson, Johnson, Leavenworth, Miami, Nemaha, Northeast Kansas Multi-County (and subagencies), Shawnee (and subagencies), and Wyandotte.

Non-voting members of WAC include SA staff, and LA National WIC Association (NWA) representative. For more information about the WIC Advisory Committee see policy [ADM 09.00.00 WIC Advisory Committee \(WAC\)](#).